

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

AGENDA CITY COUNCIL MEETING Bonners Ferry City Hall 7232 Main Street 267-3105 March 19, 2019 6:00 pm

PLEDGE OF ALLEGIANCE

GUEST

PUBLIC COMMENTS

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

REPORTS

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/City Planner/SPOT

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the February 26, 2019 Council meeting minutes, March 5, 2019 Council meeting minutes, March 12, 2019 Special Council meeting minutes
4. Treasurer's Report

OLD BUSINESS

NEW BUSINESS

5. Parks – Discuss Splash Pad at City Pool (attachment) {action item}
6. City – Consider Authorizing the Mayor to Sign the Contract with Panhandle Area Council for the Income Survey (attachment) {action item}
7. City – Consider Authorizing the Mayor to Sign Pay Request #8 from Panhandle Area Council for the Pool Project (attachment) {action item}
8. City – Consider the River Park Trail Project (attachment) {action item}
9. City – Consider the Billing Clerk Wage (attachment) {action item}

ADJOURNMENT

Mayor David Sims called the Special Council meeting of February 26, 2019 to order at 5:30 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Engineer Mike Klaus, City Administrator Lisa Ailport, City Attorney Andrakay Pluid, and Clerk/Treasurer Christine McNair. Members of the public present were: Dolf (Kris) Lonborg, Marty Martinez, Jessica Tingley and Dave Gray.

Mike Klaus said he spoke with AUS diving about doing a sonar silt removal survey. Mike wants to know how much silt is being removed. After consideration, it was decided it is not feasible at this time to do the sonar survey. Rick asked if we will have to have someone there to count the truckloads. Mike said we will. The sonar survey might be done in late summer or early fall.

Mayor Sims said we did receive approval from FERC for the silt removal. Mike said he has been contacted by 11 potential bidders.

Mayor Sims said there is a new draft annexation agreement. Lisa explained the recent changes made to the draft agreement. The options listed under #2 are so Council can choose the best one. Lisa said the issue with the water theft, has not been addressed, since staff felt they were working towards compliance. New language was added in #3 adding a sunset clause. #6.2 is asking for the payment of the water base rate since the time that the trailer was placed on the property. #10 is the sunset clause that ends on December 31, 2019.

Dolf (Kris) said illegal hookup is not the correct terminology. The water meter usage has not gone up since adding the trailer. Dolf (Kris) said the only thing they want is a second meter off the current water line. He has not attempted to defraud the City at any time. Dolf (Kris) said he had several meetings with staff and the Mayor and it was never mentioned that the trailer was non-conforming, he is not happy that he did not know these things before he paid the annexation fee. Dolf (Kris) said he wants to know why there are singlewides allowed in the City limits. Mayor Sims said singlewides were allowed in the City limits at one time.

Mayor Sims said it is not just adding a meter. These parcels may be owned by different owners in the future. Dolf (Kris) said if he agrees to everything as it is written tonight, he only has 90 days to be in compliance, which he feels is not enough time.

Dolf (Kris) said the said only a single wide fits on the property. That is why he choose the manufactured home. He said if he has to remove the trailer and stick build a new house, he will, he just does not want to do that. Mayor Sims said since 90 days is not enough time to be in compliance, how much more time will be needed. Dolf (Kris) said until the end of the year would be good.

Ron asked if the annexation goes through, is he willing to be in compliance by the end of the year. Dolf (Kris) said he is. Lisa said there are publication deadlines. Mayor Sims said the date should be changed to November 2019.

Lisa said there are landowners that have requested new services and were told they would have to be annexed to receive the new services.

Dave Gray said it is wise not to bind a future Council.

Mayor Sims said as long as the trailer is removed, the land will be compliant. Andrakay said once the lot is compliant and the annexation is complete, then we can work on the services. Mayor Sims asked what the date should be. Andrakay recommends November 15, 2019.

Andrakay said 2C is addressing the unauthorized water connection. Dolf (Kris) said he is willing to pay all the past charges. Rick asked if changing 2C from 90 days to 180 days will work for Dolf (Kris). Dolf (Kris) said it will.

Dolf (Kris) asked an estimate for annexation fees. Lisa said it is approximately \$1300.00. Dolf (Kris) said he was told the annexation fee is \$500.00.

Mayor Sims asked when the trailer was placed. Dolf (Kris) said it was March or April 2016. Dolf (Kris) is agreeing to pay the past amounts for water and agrees to pay the additional base fee.

Lisa asked which option of 2B Council want to use. Council said Roman numeral I.

Andrakay added 6.3 to address the water issue. The owner agrees that beginning in April 2019 an additional base fee charge will be assessed upon the owners City water billing, that an additional base fee shall be continued until such time as the unauthorized connection is severed.

Adam Arthur moved to approve the annexation agreement as written in the latest draft and authorize the Mayor to sign. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes.

The meeting adjourned at 6:48 pm.

Mayor David Sims called the Council meeting of March 5, 2019 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Engineer Mike Klaus, City Administrator Lisa Ailport, Police Chief Brian Zimmerman, Fire Chief Dave Winey, City Attorney Andrakay Pluid, Economic Director Dennis Weed, and Clerk/Treasurer Christine McNair. Members of the public present were: Dave Gray, Jessica Tingley, Marciavee Cossette, Judy Nissen, and Marty Martinez.

Dave Gray thanked everyone from the City that has helped make Idaho Day a success.

Police Chief Brian Zimmerman said there were multiple burglaries on LaBrosse Hill Road, on February 23, 2019. On February 26, 2019, an elderly lady on Madison Street surprised a burglar in her home. The burglar took a laptop from the lady's house. A graveyard officer made a traffic stop and noticed tools that may have been from a burglary on February 23, 2019. A search warrant was obtained and the person is in jail on multiple counts of burglary, possession of firearm by a felon, possession of methamphetamines and possession of drug paraphernalia.

Fire Chief Dave Winey said things are going smooth at this time.

City Administrator Lisa Ailport said she is working through the Federal Land Access Program (FLAP) application. The Wilson Street to Solomon Street right of way is nearing surveying completion. One of the bigger challenges for this project was finding fill. A local contractor has approximately 1000 cubic yards fill that we will be able to use for this project. Lisa thanked Mayor Sims, Rick Alonzo for helping with Idaho Day. Lisa also expressed her deep gratitude for the Street department for making the sidewalks and street crossings safe for everyone. Lisa met with one applicant for the temporary water/sewer employee, a contingent offer was made to the individual. Lisa received a quote from North Idaho Ironworks, for the gateway entry sign. Lisa will present it at the next Council meeting. Lisa is hopeful that the sign will be installed by May 1, 2019. Mayor Sims said we can have a Special Council meeting next Tuesday at 5:30pm.

City Engineer Mike Klaus said the pool skimmer system was installed and pressure tested. BF Builders will start work again when the weather warms up. There were six different companies that attended the pre-bid meeting for the silt removal project. Rick asked about the well on Dakota Street. Mike said the well has been tested. The 24 hour test maintained 450 gpm. The laboratory results are not final yet, but there has not been anything of concern so far. Mayor Sims said if it is surface water we will have to filter it. Mayor Sims asked if 450 gpm will serve 100% of our needs for nine months of the year. Mike said it will serve our needs for at least eight months.

Economic Director Dennis Weed said there has been one inquiry for the Shopko building. The lease rate is pretty high. Tom Keeley, the Director of Commerce, was up last week, Dennis and Mayor Sims took him to the sewer bridge and the pool. He also visited two businesses. The discussion with the businesses about the internet.

Ron said after the SPOT meeting in Ponderay, the committee went to Schweitzer. Ron feels it will be a good thing for this community. There will be about four places in Bonners Ferry where people can get on the bus to go to Schweitzer. To be able to operate the Gold Route all year, one day during the week will have to be eliminated. The Gold Route will take riders from Bonners Ferry to the red barn at the base of Schweitzer, where the riders can then get on another SPOT bus to go other places in the Sandpoint/Ponderay area. There is now an assistant for the Executive Director of SPOT.

Rick Alonzo moved to approve the consent agenda. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Rick Alonzo – yes, Ron Smith – yes.

Lisa said she did not receive any questions or comments from Council regarding the Banner and Civic Sign Policy, so she did not make any changes to the draft policy. Ron said if there is a time limit of three times a year, what happens if groups want to use it more than that. Mayor Sims asked if seven days is not long enough. Adam asked about removing the sign after the event is over. Lisa said it will be scheduled for a certain amount of time and it will be removed at the end of that time. Mayor Sims said the signs should be removed within 24 hours after the event. Ron asked if the airport or any group would be able to sign up for the whole year. Lisa said if there is space available it will be allowed. Lisa will bring forward an edited policy for the next meeting.

Lisa said this is the last year for the current income survey. In order to be able to apply for future block grants we will have to have a new income survey. Panhandle Area Council (PAC) will do the survey for \$2500. Ron asked how the survey is conducted. Lisa said a survey is mailed to the residents, if they do not respond, then someone goes to the house to complete the survey. Adam Arthur moved to approve the income survey in the amount of \$2,500 for the Idaho Community Block Grant with Panhandle Area Council. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Rick Alonzo – yes, Ron Smith – yes.

Andrakay said this is the same lease agreement as last year for the Farmer's Market. Rick Alonzo moved to approve the Farmer's Market lease agreement for 2019. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Rick Alonzo – yes, Ron Smith – yes. .

Mike said we received 14 candidates for the Statement of Qualifications for engineering services. Mike and Lisa ranked the top 5 for each category. Mike said this reduces the amount of time needed to select an engineering firm. Mayor Sims asked if there is a project can any of the candidates be chosen or is number one the candidate that you start with. Mike said we will usually start with number one. Mayor Sims asked if you can still go out for requests or if you have to use this list. Mike said you can still go out for requests. Ron Smith moved to approve the engineering roster as presented. Rick Alonzo seconded the motion. The motion passed with all in favor.

Lisa said the Boundary County Library is requesting \$1350.00 of High 5 grant funding, for approximately nine packs, for their adventure pack program. People can check out a backpack to do whatever activity is in the backpack. The backpacks may contain binoculars, magnifying glasses, and trail guides, which will help identify plants, trees, animal prints. Mayor Sims said this is to encourage physical activity. Ron asked how people will know about this project. Lisa said the library will let people know about this project. Rick asked what the timeline is for spending the remaining money from High 5. Lisa said we have until the end of December 2019, if we have a plan where the money will be spent and we need more time, it may be extended. Rick Alonzo moved to approve the High Five Grant Fund Expenditure for the Boundary County Library Adventure Pack Program in the amount of \$1,350. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Rick Alonzo – yes, Ron Smith – yes.

The meeting adjourned at 6:47 pm.

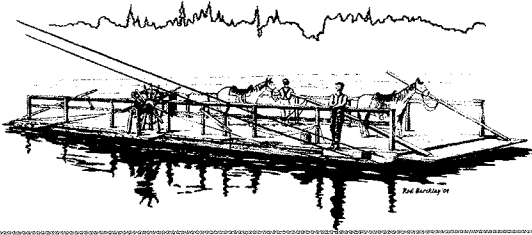
Mayor David Sims called the Special Council meeting of March 12, 2019 to order at 5:32 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Administrator Lisa Ailport and Clerk/Treasurer Christine McNair. No members of the public were present.

Mayor Sims said Knight Construction was the low bidder for the Silt Removal Project at the Moyie Dam. All of the bids came in below Mike's estimate. Rick Alonzo moved to approve the bid and award the project to Knight Construction Supply Incorporated for total contract price of \$292,719 and authorize the Mayor to sign the agreement and all other documents necessary for the contractor to begin work. Valerie Thompson seconded the motion. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Lisa Ailport presented the Banner and Civic Sign Policy. There were a few changes made based on recommendations from Council. Lisa added the signs will be governmental signs City Code. B1 changed to six times instead of one. B5 now reads signs expected to be removed within 24 hours after the advertised event. C1a is about the standards listed in section B. There was a grammatical change in Definition 1 and Definition 3 was changed to include "but not limited to". Adam Arthur moved to approve the Banner and Civic Sign Policy as written and amended. Valerie Thompson seconded the motion. The motion passed with all in favor.

Lisa Ailport presented the quote from North Idaho Ironworks for the Gateway Entry sign. Lisa has given North Idaho Ironworks a deadline of May 1, 2019, so there will be time to submit the paperwork to the International Selkirk Loop. This is a reimbursement program from the International Selkirk Loop. Ron asked how much of the grant the City will be responsible for. Lisa said the City is required to have a 25% match. Rick asked about the concrete costs. Lisa explained the costs relating to the concrete base. Rick asked what the dimensions are. Lisa said the base is seven feet tall on the highway side and twelve feet tall on the Visitor's Center side. Mayor Sims said we can change the "Welcome to Bonners Ferry". Valerie asked what the other options were. Mayor Sims said "Explore Bonners Ferry" was one of the options. Adam said "Welcome to Bonners Ferry" makes sense if it is on the edge of town. Ron asked if the base will be visible. Lisa said about half of the base will be visible. Idaho Transportation Department approved the encroachment permit for the sign today. The wording was discussed. "Bonners Ferry Welcomes You" was recommended by Adam. Valerie Thompson moved to approve the quote from North Idaho Ironworks for the Gateway Entry sign for the grand total of \$34,584.70 with the message "Bonners Ferry Welcomes You". Rick Alonzo seconded the motion. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes.

The meeting adjourned at 5:50 pm.



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: March 14, 2019

RE: **Splash Pad at City Pool/Park**

Staff has been evaluating the cost associated with the purchase, installation and operations of a 500 square foot splash pad that is proposed just south of the City pool.

The City Engineer, Mayor and I have been working with the High 5 Steering Committee on the capital costs associated with the facility, and additionally sought a \$10,000.00 grant from the Innovia foundation to help with capital expenses. If the capital is fully funded through High 5 and Innovia, the City would then need to cover all costs associated with operation and maintenance of the facility.

Staff included the attached spread sheet showing both the capital costs and the estimated year to year operation and maintenance cost associated with operating the splash pad. It is predicted that the splash pad could cost the city approximately \$6,000-\$7,000.00 per year in water use, staff/labor and portable toilet rental.

Staff is seeking direction from Council on whether we would like to request funding from the High 5 Transformation Grant for the capital expenses to complete the project, with the understanding of the year to year operation and maintenance expenses would need to be planned and budgeted for.

Please let me know if you have any questions or would like additional information regarding the proposed facility.

Thank you.

City of Bonners Ferry
Splash Pad Project
Date: February 26, 2019

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	ESTIMATED COST
1	6" THICK CONCRETE REINFORCED PAD FOR SPLASH PAD	700	SF	\$ 5.00	\$ 3,500.00
2	SITE PREPARATION	1	LS	\$ 500.00	\$ 500.00
3	CAST IN PLACE BENCHES	6	EA	\$ 900.00	\$ 5,400.00
4	4" THICK CONCRETE SIDEWALK	56	SY	\$ 25.00	\$ 1,388.89
5	6" THICK CRUSHED ROCK	39	TON	\$ 8.00	\$ 312.00
6	ELECTRICAL	1	LS	\$ 5,000.00	\$ 5,000.00
7	WATER SUPPLY - CITY METER AND LINE	1	LS	\$ 1,200.00	\$ 1,200.00
8	DRAINAGE LINE, CATCH BASIN AND SEWER CONNECTION	1	LS	\$ 1,200.00	\$ 1,200.00
9	SITE PLAN LAYOUT AND ENGINEERING PLANS	1	LS	\$ -	\$ -
10	RAINDECK PREMANUFACTURED WATER SYSTEM	1	LS	\$ 42,000.00	\$ 42,000.00
11	INSTALLATION, SET-UP AND TESTING	1	LS	\$ 500.00	\$ 500.00
				\$	\$ 61,000.89

CONSTRUCTION COST	\$	61,000.89
20% CONTINGENCY	\$	12,200.18
ESTIMATED PROJECT TOTAL	\$	73,201

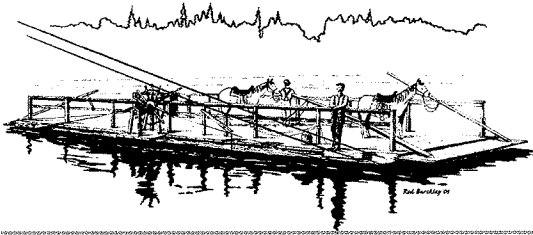
FUTURE ANNUAL BUDGET					
ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	ESTIMATED COST
1	WATER USAGE	2016000	GAL	\$ 0.0029	\$ 5,764.23
2	WASTEWATER TREATMENT	0	EDU	\$ 33.67	\$ -
3	STAFF MAINTENANCE	22.4	HRS	\$ 25.00	\$ 560.00
4	PORTABLE TOILET	5	LS	\$ 104.00	\$ 520.00
				\$	\$ 6,844.23

ASSUMPTIONS

CONC PAD	20 WIDTH	35 LENGTH	700 AREA	<u>MATERIALS ONLY</u>
CITY STAFF PREP SITE				
CITY STAFF INSTALL - MATERIAL ESTIMATE				
SIDEWALK	5 WIDTH	100 LENGTH	500 AREA	55.55555556 SY
SIDEWALK AND PAD	1200 AREA	6 DEPTH	39 TON	<u>MATERIALS ONLY</u>

CITY WAIVES FEE - MATERIAL ESTIMATE
 CITY WAIVES FEE - MATERIAL ESTIMATE
 CITY LAYOUT PERFORMED BY CITY ENGINEER
 PER QUOTE BY MANUFACTURER (INCLUDES SHIPPING)
 INSTALLATION BY CITY STAFF

50 GPM	360 MIN/DAY	112 DAYS	2016000 GAL
1 STAFF	0.2 HR/DAY	112 DAYS	22.4 HRS



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: March 14, 2019

RE: Panhandle Area Council – Contract for Income Survey (attached)

The attached contract is for PAC to complete the income survey for the City. City Council approved the cost associated with this task at the March 5, 2019 meeting. Panhandle Area Council is requesting a contract be in place for the scope is this work.

I sent the contract to the City Attorney for review, but at the time of this memo had not received approval by the Attorney. It is my recommendation that Council make a motion to authorize the Mayor to sign the contract, pending approval by legal counsel.

Please let me know if you have any questions or would like additional information.

Thank you.

PROFESSIONAL SERVICES CONTRACT
between
the City of Bonners Ferry and Panhandle Area Council, Inc.
for an
Income Survey

This contract is entered into upon the date of execution by final signature below between the City of Bonners Ferry whose address is 7232 Main Street, Bonners Ferry, Idaho 83805, herein after referred to as the "CITY" and Panhandle Area Council, Inc., whose address is 11100 N. Airport Drive, Hayden, Idaho 83835, herein after referred to as the "CONTRACTOR", Witnesseth:

WHEREAS, the CITY desires to engage the CONTRACTOR to conduct an income survey to assess the beneficiaries for future Idaho Community Development Block Grant applications.

SCOPE OF WORK:

1. Obtain addresses of all residences, including seasonal and rentals, within the city limits from the CITY.
2. Prepare public notification information, letter and survey for the CITY. A computerized random generator will be used to determine who receives a survey. The CONTRACTOR will prepare all labels and mail all surveys.
3. Receive and process surveys.
4. Prepare the survey report and tabulation of responses.

COMPENSATION:

For satisfactory completion of services to be provided under this contract, the CITY will pay a fee of \$2,500 to the CONTRACTOR. If the services outlined in this contract are not completed by November 30, 2019 through no fault of the CONTRACTOR, the amount of this contract may be renegotiated.

IN WITNESS WHEREOF, the parties hereto have executed this contract.

PANHANDLE AREA COUNCIL, INC.

CITY OF BONNERS FERRY

BY:  _____

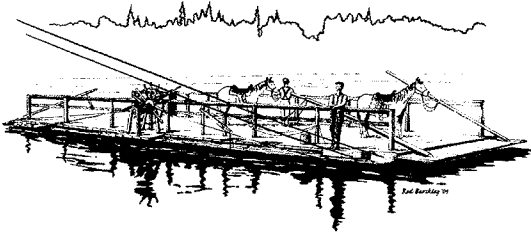
BY: _____

DATE: 3/12/19 _____

DATE: _____

ATTEST:  _____

ATTEST: _____



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: March 8, 2019
To: City Council
From: Mike Klaus, City Engineer
Subject: **City Pool Project - CDBG Request for Funds #8**

Attached is the Community Development Block Grant Request for Funds #8. Request #8 includes \$1,030 for PAC administrative fees for the Pool project. I recommend that the Council authorize the Mayor to sign the ICDBG program request for funds #8 for \$1,030.

Please let me know if you have any questions.

Thank you,

Mike



PANHANDLE AREA COUNCIL, INC

11100 N Airport Drive
Hayden, ID 83835-9798
(208) 772-0584
(208) 620-2313 FAX
www.pacni.org

March 8, 2019

Ms. Christine McNair, City Clerk
City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

RE: CDBG Request for Funds #8

Dear Christine:

Enclosed for the City's processing is the Request for Funds, which contains the following:

1. **Financial Disbursement Form.** Note that this form has been revised. The top section lists each invoice that is being processed for CDBG funds, but also lists the other budget categories where the balance should come from. The bottom section is to be completed by you upon receipt of the CDBG funds.
2. **Project Re-Cap.** This spreadsheet identifies the Budget based on the Grant Agreement between the City and the Idaho Department of Commerce, Expenditures to Date, and Budget Remaining.
3. **Request for Funds.** This document is used by Idaho Department of Commerce staff to send the City the funds. It needs to be signed by Mayor Sims.
4. **CDBG Progress Report.** This document must accompany all Requests for Funds, which provides a status to the City and the Idaho Department of Commerce staff. It needs to be signed by Mayor Sims.
5. **Invoices.** All of the invoices that support the Financial Disbursement Form and the Request for Funds are included in this package.

Instructions:

1. Make a copy of the entire document.
2. Mail the following to Tony Tenne, Idaho Department of Commerce, 700 W State Street, PO Box 83720, Boise, ID 83720-0093: A copy of the Financial Disbursement Form, the original Request for Funds, a copy of the Project Re-Cap, the original CDBG Progress Report, and copies of the Invoices. Payments are processed by Commerce on Tuesdays.
3. Scan and email only the signature pages to me (or copy and mail).

Ms. Christine McNair, City Clerk
City of Bonners Ferry
March 8, 2019
Page 2

4. Once the funds are received, complete the bottom section on the Financial Disbursement form, sign it and return the original to me.

Please call me if you should have any questions.

Sincerely,



Dorian Komberec
Programs Specialist

Enclosures: as stated

Financial Disbursement Form

City of Bonners Ferry
Municipal Swimming Pool Repairs
ICDBG-17-I-25-PK

Request for Funds #: 8
Report period: February 1 - 28, 2019
Date: March 8, 2019

The following costs are approved for payment under the City's Community Development Block Grant (CDBG) Project.
The invoices are attached behind the CDBG Request for Funds and Progress Report.

INVOICE DATE	INVOICE NUMBER	VENDOR	INVOICE AMOUNT	TO BE FUNDED BY:			BUDGET CATEGORY
				ICDBG	City Cash	Force Account	
03.08.19	8	Panhandle Area Council	1,030.00	1,030.00			Administration
TOTAL REQUEST FOR FUNDS:			1,030.00	1,030.00	0.00	0.00	

To be completed for receipt & disbursement of ICDBG funds:

ICDBG Funds Received: \$ _____ Date Funds Received: _____

Disbursed To: Panhandle Area Council	For: Admin	Check No.:	Date Disbursed:	Amount:
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TOTAL DISBURSEMENTS:

>> Funds must be disbursed within five (5) calendar days of receipt <<

I certify that the information above is correct.

Submitted by: _____

***Please complete the shaded area of this form and return immediately upon disbursement of funds to:
Panhandle Area Council, 11100 N. Airport Drive, Hayden, ID 83835***

City of Bonners Ferry Municipal Pool Repair
 ICDBG-17-I-25-PK

PROJECT RE-CAP

	To	Line Item Category	Invoice #	Invoice Date	CDBG ROUNDED	City Cash	City Force Account Cash	City In-Kind	TOTAL
		BUDGET			150,000.00	83,560.00	42,806.00	1,500.00	277,866.00
		Grant Writing						1,500.00	1,500.00
PR1	Panhandle Area Council	Administration	1	02.05.18	1,160.00				1,160.00
PR2	Panhandle Area Council	Administration	2	05.03.18	460.00				460.00
PR3	Panhandle Area Council	Administration	3	06.13.18	180.00				180.00
PR4	Panhandle Area Council	Administration	4	08.08.18	360.00				360.00
PR5	Panhandle Area Council	Administration	5	08.27.18	180.00				180.00
PR6	Panhandle Area Council	Administration	6	01.02.19	2,195.00				2,195.00
	BF Builders	Construction	1	11.30.18	20,045.00				20,045.00
PR7	Panhandle Area Council	Administration	7	02.13.19	1,165.00				1,165.00
PR8	Panhandle Area Council	Administration	8	03.08.19	1,030.00				1,030.00
					26,775.00	-	-	1,500.00	28,275.00
					123,225.00	83,560.00	42,806.00	-	249,591.00

City of Bonners Ferry Municipal Swimming Pool Repairs
Financial Summary

CDBG BUDGET

	ICDBG Grant	City Cash	City Force Account Cash	City In-Kind	Total
Administration	11,000.00	-	-	-	11,000.00
Planning	-	-	-	1,500.00	1,500.00
Design Professional	-	-	17,806.00	-	17,806.00
Construction	139,000.00	83,560.00	25,000.00	-	247,560.00
Financing	-	-	-	-	-
Legal	-	-	-	-	-
Total	150,000.00	83,560.00	42,806.00	1,500.00	277,866.00

EXPENDITURES TO DATE

	ICDBG Grant	City Cash	City Force Account Cash	City In-Kind	Total
Administration	6,730.00	-	-	-	6,730.00
Planning	-	-	-	1,500.00	1,500.00
Design Professional	-	-	-	-	-
Construction	20,045.00	-	-	-	20,045.00
Financing	-	-	-	-	-
Legal	-	-	-	-	-
Total	26,775.00	-	-	1,500.00	28,275.00

BUDGET REMAINING

	ICDBG Grant	City Cash	City Force Account Cash	City In-Kind	Total
Administration	4,270.00	-	-	-	4,270.00
Planning	-	-	-	-	-
Design Professional	-	-	17,806.00	-	17,806.00
Construction	118,955.00	83,560.00	25,000.00	-	227,515.00
Financing	-	-	-	-	-
Legal	-	-	-	-	-
Total	123,225.00	83,560.00	42,806.00	-	249,591.00

Idaho Community Development Block Grant Program Request for Funds

(Return to Idaho Department of Commerce, Economic Development Division, 700 W State Street, PO Box 83720, Boise, ID 83720-0093)

Grantee Name	City of Bonners Ferry		Contract #	ICDBG-17-1-25-PK		Contact Person	Dorian Komberec		Phone	
Address										
PO Box 149, Bonners Ferry, ID 83805										
		1	2	3		4	5	6	Request # 8	
		CDBG Budget	Total of Previous Requests	Program Income Earned	Total Funds Requested + Program Income Col 2 + Col 3	Total Funds Dispersed	Unexpected Balance of Funds Req. + Program Inc. Col 4 - Col 5	Accrued (unpaid) Bills & Costs	Current Requests for Funds Col 7 - Col 6	
Administration		\$11,000	\$5,700	\$0	\$5,700	\$5,700	\$0	\$1,030	\$1,030	
Construction		\$139,000	\$20,045	\$0	\$20,045	\$20,045	\$0	\$0	\$0	
TOTALS		\$150,000	\$25,745	\$0	\$25,745	\$25,745	\$0	\$1,030	\$1,030	

Note: Furnishing false information may constitute a violation of applicable state and federal law.

Certification of Financial Officer: I certify that the above data is correct, based on the grantee's official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purposes of, and in accordance with applicable contract terms and conditions. The funds requested are for reimbursement of actual expenditures during the report period.

Signature

Typed Name

Title

David Sims

Mayor

CDBG PROGRESS REPORT

Grantee: City of Bonners Ferry	Sub-recipient: N/A	Report No.: 8
Grant No. ICDBG-17-I-25-PK	Report Period: From <u>February 1, 2019</u> To <u>February 28, 2019</u>	Design Professional: Identify current phase <input type="checkbox"/> Design Phase <input type="checkbox"/> Bidding Phase <input checked="" type="checkbox"/> Construction Phase <input type="checkbox"/> Post Construction Phase
Construction Status: Narrative on construction activities (max 3 sentences). Attach photos if available. <p>The skimmer system was installed by Natore Corporation's crew starting Wednesday, February 27 and ending Tuesday, March 5, 2019. The City engineer estimates that construction is still on target for a final completion date of May 31, 2019. Photos attached.</p> <p>Percentage of grant administration complete: 61% Percentage of construction complete: 20%</p>		

Instructions: Identify the date that the activity was completed and the date the documentation was sent to Commerce. If activity has not yet been completed leave blank. Checklist is to identify that specific steps are met, but it does not replace the directions in the CDBG manual.

GRANT ADMIN AND DESIGN PROFESSIONAL PROCUREMENT	Completion Date	Date Submitted to Commerce
Idaho PTAC Notice for Grant Admin and Design Professional Services:	8.25.16	-
Grant Admin Contract:	10.01.16 10.30.17	02.05.18 02.05.18
Design Professional Contract with CDBG attachment:	9.17.18	-

ENVIRONMENTAL	Completion Date	Date Submitted to Commerce
Environmental Review Record:	11.09.17	11.09.17
Commerce Approval: Date: 12.15.17		

CIVIL RIGHTS PROGRESS	Completion Date	Date Submitted to Commerce
Excessive Force Policy:	11.21.14	08.09.17
EEO Policy Statement:	02.23.18	02.23.18
Grievance Procedure:	09.15.15	11.18.16

Grantee EEO Poster (identify location):		
Contractor/Subcontractor Activity Report:		
CONSTRUCTION PROGRESS For each construction contract provide this Construction Progress Report and if applicable Attachment B-Labor Standards Update (*) These items must be sent even if CDBG funds are not expended on construction.	Completion Date	Date Submitted to Commerce
Construction bid document review certification:	07.24.18	07.24.18
Bid (published) Notices:	07.12.18	01.03.19
Ten Day Wage-Rate Update:	08.07.18	08.07.18
*Bid Tabulations:	N/A	N/A
Debarred List Checked:	09.05.18	09.05.18
Preconstruction Conference: Minutes and Checklists	10.30.18	01.03.19
*Notice to Proceed:		01.03.19
*Construction Contractor's Contract:	09.17.18	01.03.19
*Performance Bond and Payment Bond and Insurance Certification:	09.26.18	01.03.19
Steps to Comply with Section 3:	02.26.19	02.26.19.
*Certificate of Substantial Completion:		
Section 3 Summary Report:		

FAIR HOUSING	Completion Date	Date Submitted to Commerce
Fair Housing Month Proclamation- April:	02.06.18	03.05.18
Fair Housing Resolution and publication:	(R) 11.04.14 (P) 08.10.17	(R) 11.18.16 (P) 09.25.18
Fair Housing Assessment:	10.25.18	11.15.18
Display Fair Housing Information: (Identify Location) <ul style="list-style-type: none"> • Posters • Fair Housing Resolution • IHFA Accessibility Brochure <u>N/A</u> 		


SECTION 504 PROGRESS	Completion Date	Date Submitted to Commerce:
Non-Discrimination Policy Adopted: Location	04.17.18	04.24.18
Grievance Procedure Established:	04.17.18	04.17.18
504 Self-Evaluation/Update Completed:	11.06.18	11.15.18
504 Transition Plan/Update Completed:	11.06.18	11.15.18
Effective Communication Policy:	11.06.18	11.15.18

SECOND PUBLIC HEARING	Completion Date	Date Submitted Commerce
<ul style="list-style-type: none"> • Published Notice • Minutes • List of Attendees 		

ATTACHMENTS		
A-Disbursement Report (required)	✓	✓
B-Payroll Review (if applicable)	✓	✓
C-Acquisition (if applicable)	N/A	N/A

CERTIFICATION:

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.



 Signature of CDBG Certified Grant Administrator

 208-772-0584 x3010
 Phone

 03/08/19
 Date

CERTIFICATION:

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.

 Signature of Chief Elected Official

 Mayor
 Title

 Date



**ATTACHMENT A
GRANTEE DISBURSEMENT REPORT**

Request for Funds this Period: \$1,030.00 *Paid to*
History of Request for CDBG Funds *Date:* \$25,745.00
Request for Funds # 8

<i>Pay Request #</i>	<i>Date Grantee Received Funds</i>	<i>Date Grantee Deposited Funds</i>	<i>Date Grantee Disbursed Funds</i>	<i>Check #</i>	<i>Amount</i>	<i>To Whom</i>
1	02.15.18	02.15.18	02.21.18	31885	\$1,160.00	Panhandle Area Council
2	06.18.18	06.18.18	07.20.18	32564	\$460.00	Panhandle Area Council
3	07.16.18	07.16.18	06.21.18	32442	\$180.00	Panhandle Area Council
4	09.17.18	09.17.18	09.25.18	32887	\$360.00	Panhandle Area Council
5	10.01.18	10.01.18	10.04.18	32921	\$180.00	Panhandle Area Council
6	PENDING	PENDING	PENDING	PENDING	\$2,195.00 \$20,045.00	Panhandle Area Council Reimburse City
7	PENDING	PENDING	PENDING	PENDING	\$1,165.00	Panhandle Area Council

**ATTACHMENT B:
LABOR STANDARDS UPDATE**

Location of Wage Decision and Poster								
Labor Standards Enforcement Report/ Supporting Documentation	N/A	N/A						
No. Interviews Completed Total	0	3						
Required Apprenticeship Forms Submitted to IDC	N/A	N/A						
Apprentices	0	0						
No. Payrolls Reviewed	17	1						
Fringe Paid in Cash	Y	Y						
Fringe Paid to Plan	N	Y						
No. of Payrolls on File	17	1						
Authorized Signature Form Sent to IDC	Y	Y						
Authorized Signature Form Executed	Y	Y						
Subcontract/Contract Certifications Sent to IDC	Y	Y						
Subcontract/Contract Certifications Executed	Y	Y						
Contractor/Subcontractor	BF Builders	Natare Corporation						



PANHANDLE AREA COUNCIL, INC.
11100 N Airport Drive
Hayden, ID 83835-9798
208.772.0584
208.620.2313 FAX
www.pacni.org

INVOICE

Date: March 8, 2019
Period: February 1, 2019 **To** February 28, 2019
Number: 08 BFPool
Project: Bonners Ferry Municipal Pool Repairs - ICDBG-17-I-25-PK

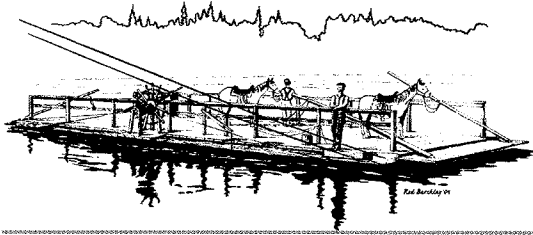
To: City of Bonners Ferry
PO Box 149
Bonners Ferry, Idaho 83805

Remit to: Panhandle Area Council
11100 N Airport Drive
Hayden, ID 83835

The following activities were completed in accordance with the Master Agreement dated October 1, 2016 and the Scope of Work in Task Order #2 dated October 30, 2017 and ending on January 31, 2019.

	Activity	Subtotal	Totals
Project Set-Up	100% Complete	\$ -	
Environmental	100% Complete	\$ -	
Labor Monitoring	57% Complete	\$ 1,030.00	
♦	Correspond with Contractor concerning certified payroll reports		
♦	Review certified payroll reports		
♦	Creation of labor files for contractor		
Project Monitoring	81% Complete	\$ -	
♦	No activity this period		
Civil Rights-Equal Access	0% Complete	\$ -	
Project Closeout	0% Complete	\$ -	
Balance Due:		\$ 1,030.00	

Contract:	\$ 11,000.00
Received to Date:	\$ 2,540.00
Outstanding:	\$ 3,180.00
Contract Balance Before This Invoice:	\$ 5,280.00
Balance Due This Period:	\$ 1,030.00



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: March 14, 2019

RE: **River Park Trail proposal**

9B Trails presented at the Urban Renewal Agency (URA) meeting on March 13, 2019, a project scope and cost for creating an 8-foot wide path with two different surface types, a trail surface aggregate and asphalt surface. A simple ownership and trail map is attached with this memo showing the anticipated location of the future trail. The project scope includes a trail system, lighting and fencing. Based on information presented by 9B Trails, it appears costs range between \$25,000.00 and \$35,000.00 depending on surface type. Additionally, because the trail crosses over Union Pacific and Idaho Dept of Transportation ownership, approval from these landowners are necessary in order to have a vital project.

At the March 13, 2019, the URA appropriated \$25,000.00 in reimbursement funding to the City, pending acceptance of the project by the City. Based this action, staff would like City Council to consider the project and provide direction to staff in the following areas:

- Acceptance of the project as a City project; and
- Authorize staff to apply to Union Pacific Rail Road and Idaho Transportation Department for permission of the trail on their properties.

If the project is approved by Council, staff will work with 9B Trails to develop a more in-depth scope, including lighting and fencing plans for future review by City Council.

Please let me know if you have any questions or would like additional information.

Thank you.

Subject: Bonners Ferry Trail

From: brianw933@gmail.com <brianw933@gmail.com>

Sent: Thursday, March 7, 2019 2:57 PM

To: aljanrose@hotmail.com

Cc: pennyw933@gmail.com; 'Scott Wood'

Subject: Bonners Ferry Trail

Below is an estimate of what I think it will cost to complete, this is based on an 8 ft trail width.

Equipment Required:

small dozer, small grader, small trail paver, small roller, water truck
- \$4,000.00

Materials Required:

- 180 cys of granular subbase too fill low areas and shape grade.
180 yds @ \$12.35yd - \$2,223.00

- 100cys of ¾ minus for base
@ \$15.85yd - \$1,585.00

- 100cys of trail gravel for surfacing
@ \$20.00yd - \$2,000.00

Labor - \$500.00
Mobilization - \$1,000.00

Project total ----- \$11,308.00

+ 5,000 for lighting?
+ 5,000 for fencing

Proposed Trail - Cost Estimate

Phase 1 - Kootenai River Trail

Description: 850 lineal feet of trail with a 6-foot wide asphalt surface

<u>Item</u>	<u>Unit</u>	<u>Cost/Unit</u>	<u>Quantity</u>	<u>Estimated Cost</u>
Grading/Site Prep	Lump Sum	\$ 5,000.00	1	\$ 5,000
Gravel Base (8' Wide)	Square Foot	\$ 1.30	6800	\$ 8,840
Paved Surface (6' Wide)	Square Foot	\$ 2.00	5100	\$ 10,200
Lighting	Lump Sum	\$ 5,000.00	1	\$ 5,000
Fencing	Lineal Foot	\$ 20.00	180	\$ 3,600
				\$ -
			Total	\$ 32,640

Assumptions:

1. Gravel base = 4" thick
2. Asphalt = 2" thick

Trail Surface Aggregate (TSA): A specific mixture of aggregate designed for surfacing trails that is designed to achieve very high densities to withstand traffic and erosion better than traditional aggregates.

Note that this specification was updated in October 2013. TSA changes were made to reduce the amount of loose surface stone in TSA placements. A plasticity index limit was added and a certification form is available.

Background:

Trail Surface Aggregate (TSA) is designed for use as a wearing surface for trails. It is different from traditional materials used to surface trails such as "number 10's". TSA is designed to have a uniform mixture of a range of rock sizes from 3/8-inch all the way down to fine material. This uniform mix allows excellent compaction to achieve a higher in-place aggregate density than commonly used aggregates to resist wear and erosion. The mix was designed by the PSU Center for Dirt and Gravel Road Studies, and is based on a "downsizing" of the successful and popular Driving Surface Aggregate (DSA) developed for use on roads.

Specification:

All TSA material is to be derived from natural stone formations. Stone is defined as rock that has been crushed; rock is defined as consolidated mineral matter. Both are restricted to that which has been mined or quarried from existing geologic bedrock formations.

All components of the aggregate mix, including fines passing the #200 sieve, are to be derived by crushing parent rock material that meets TSA purchasing specifications for abrasion resistance, pH, Plasticity, and freedom from contaminants. Determine the amount of particles less than #200 sieve size using the washing procedures PTM No. 100.



Close-up of worker's gloved hand in TSA pile.

TSA can be made using a traditional sieve gradations, or using a "recipe" approach that mixes existing aggregate gradations. The "recipe approach" may be more cost effective for ordering small amounts of TSA for smaller jobs.

TSA RECIPE:

Combine existing aggregates and water in the ratio:

- 1 part AASHTO # 8
- 4 parts unwashed AASHTO # 10 (or B3 sand)
- 1 part minus #200 fines (collector fines)

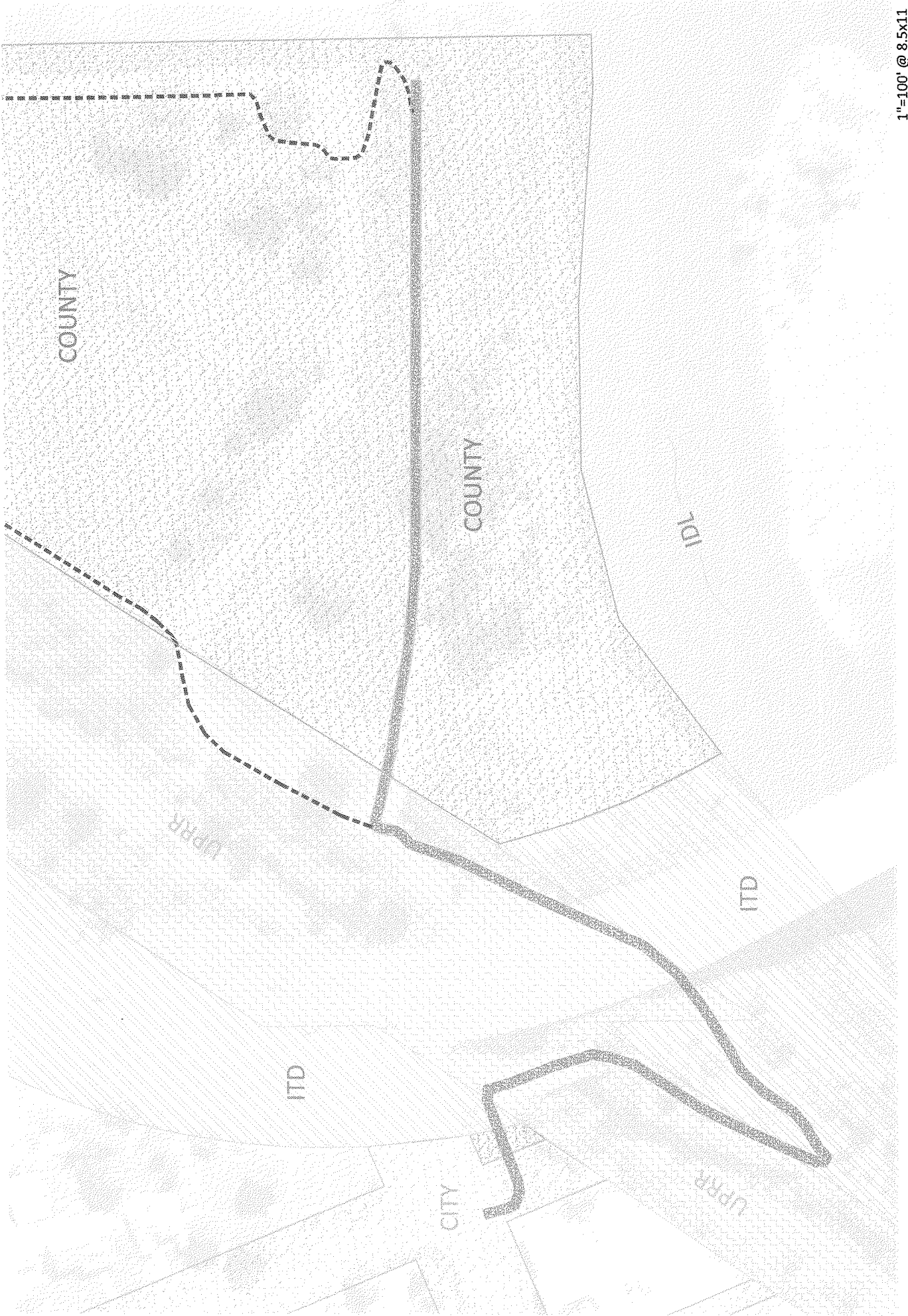
TSA GRADATION:

Sieve Size	TSA Percent Passing
1/2"	100%
3/8"	96-100
#4	75-90
#8	55-75
#16	35-50
#200	12-20

Additional TSA Specifications:

Aggregate Properties:

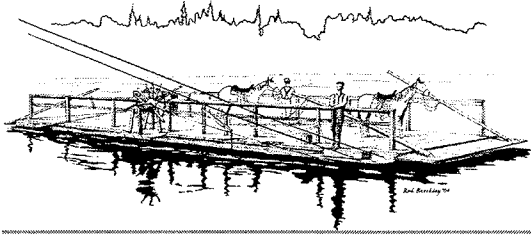
- **Hardness:** The acceptable limit as measured by weight loss is "less than 40% loss". Los Angeles Abrasion test, AASHTO T-96 [ASTM C 131] shall be used to determine this property. Existing data obtained from tests made for and approved by PENNDOT will be accepted.
- **pH:** Aggregate must be in the range of pH 6 to pH 12.45 as measured by EPA 9045C.
- **Plasticity:** Material must not exceed Plasticity Index (PI) rating of 6 by ASTM D4318 Standard.
- **Parent Material:** TSA can be made from limestone, sandstone, or any other parent material that meets the hardness, pH, gradation, and other requirements as outlined in this document.



1"=100' @ 8.5x11

PHASE I SITE PLAN
KOOTENAI RIVER TRAIL
MEMORIAL PARK - UNDER HWY TO DIKE & BALL PARK RD

9B TRAILS
10/31/2018
LANDOWNER EXHIBIT
APPROXIMATE PROPERTY LINES



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Memo

To: Mayor and City Council
From: Christine McNair, Clerk/Treasurer
Date: March 14, 2019
Re: Wage for the Billing Clerk

When advertising for the Billing Clerk position, I provided a wage range of \$13.50 to \$15.00 depending on experience. I am now asking Council to provide a specific wage for the new Billing Clerk.

Thank you,

Christine McNair
Clerk/Treasurer

City of Bonners Ferry
Position: Billing Clerk
February 22, 2019

General Statement of Duties:

Billing Clerk for the City of Bonners Ferry, is an “at will” position. This position serves at the discretion of the Mayor and Clerk/Treasurer with the Clerk/Treasurer being the immediate supervisor.

Specific Responsibilities:

1. Process utility bills
2. Update Utility Billing Program
3. Maintain website
4. Publish City newsletter
5. Track and maintain various databases
6. Continue records management system
7. Assist contract planner
8. Clerk Planning and Zoning meetings
9. Work with formal bidding processes and maintain files
10. Comply with all City policies
11. Ensure confidentiality of customer and City data
12. General knowledge of all office functions and assumes responsibility of the office in the absence of the Clerk/Treasurer, AP/Payroll Clerk and Front Desk Clerk including clerking meetings
13. Perform a variety of complex duties designed to expedite services provided through the varied responsibilities of the office
14. All other duties as assigned

Skills and Qualifications:

High school diploma/GED required. MS Word, Excel and PowerPoint proficiency. Knowledge of Word Press and Adobe Creative Suite preferred. Excellent organization and time management skills, outstanding customer service skills both in person and on the phone, must be reliable and able to work under pressure while meeting deadlines, must be flexible and have the ability to prioritize a variety of related and unrelated tasks, must maintain composure and have the ability to deal with people in sensitive situations, ability to communicate and work effectively with elected officials, other City employees, vendors and the general public, including conducting self in a professional and courteous manner.